EPISCOPAL DIOCESE OF SAN DIEGO Commission on Ministry Discernment and Formation Checklist

Applicant

Stage 1 Inquiry (approximately up to 1 year)	Date due	Complete
<u>One-year residency requirement met</u> • Arrange for and attend your initial Listening Hearts session • Parish Discernment Committee (PDC) and Listening Hearts could happen in second six months of the year the one-year residency requirement is met.		
Initiate meeting with sponsoring priest		
Register for and attend COM Day of Information (September/October each year) or listen to the recording of the Day of Information (registration can be found in diocesan newsletter)		
Submit to Commission on Ministry: ***Initial Application (for ordination discernment; Form 1)*** [*link*] (This is prepared by you and signed by your sponsoring priest) Send to: kmondaca@edsd.org		
Contact the Listening Hearts and PDC Coordinator to schedule sessions via email to kmondaca@edsd.org		
PDC submits written recommendations to priest and vestry.		
Priest submits to com@edsd.org • ***Letter of Recommendation*** • ***and Vestry Nomination, investing spiritual and financial support (Form 8)***.		
Submit to Commission on Ministry: • photo • spiritual autobiography Send to: kmondaca@edsd.org		

COM makes recommendation re: Aspirancy Bishop approves Aspirancy according to their judgment		
Stage 2 Aspirancy (approximately 10 months)		
Submit to Bishop your written acceptance of nomination. Canonically, an 18th month formal discernment process begins on the date of your acceptance.		
Submit Waiver [for background check] *[link]* To: kmondaca@edsd.org		
Submit ***Form 3 (financials)***. *[link]* To: kmondaca@edsd.org		
If applicable, include on Form 3 your request for financial aid, by **MARCH 31st of the year aid is sought**	3/31	
Complete initial psychological interview, and submit to Psychologist: • ***Form 4*** *[link]* • ***Form 5****[link]* Report will be submitted by Psychologist confidentially to COM chair and Bishop		
Following initial Psychologist report to COM, complete full psychological evaluation. (Will be submitted by Psychologist confidentially to COM chair and Bishop.)		
Submit certificates of baptism, confirmation and/or reception To: kmondaca@edsd.org		
Submit official transcripts for all post-secondary education To: kmondaca@edsd.org		

Select a Spiritual Director (if you don't have one currently); give COM Liaison name of Spiritual Director.		
Submit a Ministry Project proposal for COM approval *[add link to instructions for Ministry Project Proposal]* To: com@edsd.org		
Submit final Ministry Project report to COM for approval *[add link to instructions for report]* To: com@edsd.org		
Meet with COM at a Day of Discernment retreat [scheduled by COM]; COM makes recommendation re: Postulancy		
Schedule meeting with Bishop by email to kmondaca@edsd.org Bishop approves move to Postulancy according to their judgment.		
Postulancy (Depends on Formation Requirements)		
Complete Medical Evaluation, ***Form 6,*** submitted confidentially to COM chair and Bishop. Submit to: kmondaca@edsd.org		
Meet with Bishop regarding formation plans Schedule through: kmondaca@edsd.org		
Complete formation as directed and submit transcript(s) to COM at Kmondaca@edsd.org		
Submit application for Candidacy for Ordination (***Form 10***) To: com@edsd.org		

Sponsoring Vestry submits letter of support for Candidacy (***Form 11***) To: com@edsd.org		
COM interviews postulant for candidacy and makes a recommendation to the Bishop		
Standing Committee interviews and makes recommendation to the Bishop regarding candidacy		
Bishop approves postulant for candidacy for ordination		
Candidacy for Ordination (Bishop sets Ordination Dates)		
Complete requirements of the Episcopal Church (Canon III.6(5)(g)) • Safeguarding God's People • Constitution and Canons of the Episcopal Church • Church's teaching on anti-racism To: com@edsd.org		
Apply for Diaconal ordination (***Form 12***); if on priestly track, at least six months after diaconal ordination, apply for Priest ordination (***Form 14***) To: com@edsd.org		
Vestry/Bishop's Committee submits letter of support for Diaconal ordination (***Form 13***); if on priestly track, at least six months after diaconal ordination, Vestry also submits letter of support (***Form 15***) To: com@edsd.org For priests *(either prior to or after Diaconal Ordination):* • completion of Clinical Pastoral Education (CPE) • pass General Ordination Exam (GOE)		

COM interviews and makes recommendation re: ordination to Bishop • Diaconal • At least six months later, priest		
Standing Committee interviews and makes recommendation re: ordination to Bishop • Diaconal, at least six months later, priest		
Bishop approves and sets ordination date • Diaconal, at least six months later, priest		

Approved: October 2021